

**Off-Cycle Resident Orientation Form**  
**MUSC Office of Graduate Medical Education**  
843-792-2575

**Note: It is the Program Coordinator's, or program designee's, responsibility to ensure the off-cycle requirements are completed for his/her resident. Also refer to [Non-ACGME/Off-Cycle Contact sheet](#).**

**Step I: Resident Agreement** – A signed Appointment Letter is required from the department including the resident's first, middle and last name, credentials, PG level and dates of appointment. This letter is to be sent to Rob Chisholm (GME Office). If a resident is transferring programs, a Transfer Letter (ACGME residents only) should be provided from the resident's former Program Director (PD) to Rob Chisholm. The letter must be from the former PD addressed to the new PD, giving permission for the resident to transfer to MUSC, stating that the resident is in good standing, and listing previous educational experiences and a summative competency-based performance evaluation of the transferring resident.

**Step II: New Hire** – For both ACGME and GME-paid non-ACGME programs, please contact Glenda Inabinet to start the new hire process. For all other non-ACGME residents, contact your department's assigned CoE-HR representative at least six weeks prior to the start date.

**Employee Health Services/Human Resources Orientation** – After the resident accepts the offer and completes the necessary HR paperwork, HR will contact the Hiring Manager and the Resident with the scheduled EHS appointment and HR Orientation date. **The EHS clearance MUST be received prior to the start date, no exceptions.**

**Step III: Orientation Session** - The resident must view the available archived GME New Resident Orientation presentation in the "GME New Hire" Microsoft Team. Contact Leslie Morris (GME Office) to request access to the Teams site. The resident will then need to meet with the DIO and review the information.

**Face-to-Face Orientation Session** - The resident must contact the Title IX Director and schedule time to meet and discuss the topic.

**OurDay Learning GME Orientation Lessons** – After the resident has been processed through HR, contact Leslie Morris or Angela Ybarra to assign the OurDay Learning GME New Resident Orientation lessons.

**Epic Access** – Contact the Epic support team to arrange training and gain EMR access.

**Step IV: Off-Cycle Form** – Return this completed form to Rob Chisholm.

***Note: Residents cannot begin rotations (no patient interaction, patient care, review of medical records, etc.) until all of these requirements have been completed, reviewed and approved by Rob Chisholm (GME Office). The Program Coordinator will have a period of two weeks from the date of the contract to work with the resident to complete all of the requirements.***

**Off-Cycle Resident's Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Department Contact:** \_\_\_\_\_

**In-Person GME Orientation Session:**

"I attest I have met with this off-cycle resident and reviewed the GME Orientation session requirements with him/her."

DIO (Dr. Ben Clyburn) \_\_\_\_\_

**Face-to-Face Orientation Session:**

Sexual Harassment/Clery Act/Title IX Director (Daniela Harris) \_\_\_\_\_

**OurDay Learning GME New Resident Orientation Lessons**

(click the link above or copy and paste this link into a web browser:

<https://www.myworkday.com/wday/authgwy/musc/login.html>)

OurDay Learning GME Lessons (Leslie Morris/Angela Ybarra) \_\_\_\_\_

**Additional Approvals:**

Employee Health Services (EHS Nurse) \_\_\_\_\_

HR/Employment (Glenda Inabinet) \_\_\_\_\_

HR/Benefits (Patrice Gordon) \_\_\_\_\_

MedHub Profile Creation/Teams Orientation Presentation (Leslie Morris) \_\_\_\_\_

SC Medical Licensure (Rob Chisholm) \_\_\_\_\_

(Please see Rob Chisholm regarding DHEC and DEA, if applicable.)

Appointment Letter and Transfer Letter, if applicable (Rob Chisholm) \_\_\_\_\_

**\*\*\*\*\*Note: If your resident will be rotating at the VA Hospital, please contact the VA Affiliations Office at [VHACHAAffiliationsGroup@va.gov](mailto:VHACHAAffiliationsGroup@va.gov) to start the VA Onboarding Process.**

"I attest I have viewed the required GME Orientation session available on the GME New Hire Teams site."

\_\_\_\_\_  
Resident Signature/Date

***FOR GME OFFICE USE ONLY:***

*Approved by the GME Office:* \_\_\_\_\_

*Date contract generated:* \_\_\_\_\_